

# POSITION DESCRIPTION

1. Agency PDCN 80718000

<b>2. Reason for Submission</b> <input checked="" type="checkbox"/> Re-description <input type="checkbox"/> New  <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces PD # 80427000, Public Health Technician, GS-0640-09		<b>3. Service</b> <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	<b>4. Empl Office Location</b>	<b>5. Duty Station</b>	<b>6. OPM Cert #</b>
		<b>7. Fair Labor Standards Act</b> Not Applicable	<b>8. Financial Statements Required</b> <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		<b>9. Subject to IA Action</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	<b>11. Position is</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	<b>13. Competitive Level</b>  <b>14. Agency Use</b> DUAL STATUS

**15. Classified/Graded by**  
☐ a. US Office of Pers Mgt   ☒ b. Dept, Agency or Establishment   ☐ c. Second Level Review   ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Public Health Technician	GS	0640	08	blp/tc	05 Apr 06

<b>16. Organizational Title</b> (If different from official title)	<b>17. Name of Employee</b> (optional)
<b>18. Dept/Agency/Establishment</b> - National Guard Bureau  <b>a. First Subdivision</b> - State Adjutant General  <b>b. Second Subdivision</b> - ANG Wing	<b>c. Third Subdivision</b> - Medical Group  <b>d. Fourth Subdivision</b> -  <b>e. Fifth Subdivision</b> -

**19. Employee Review.** This is an accurate description of the major duties and responsibilities of my position.      Employee Signature /Date (optional)

**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b>		<b>b. Typed Name and Title of Higher-Level Supervisor/Manager</b> (optional)	
Signature	Date	Signature	Date

<b>21. Classification/Job Grading Certification:</b> I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.   Typed Name and Title of Official Taking Action B. Lynn Peterson/Terry Corbridge Human Resources Specialists (Classification) Signature      Date //signed//      05 Apr 06	<b>22.</b> US OPM Job Family Position Classification Standard for Health Aid and Technician Series, GS-0640, dated Sep 1988, US OPM Job Family Position Classification Standard for Assistance and Technical Work in the Medical, Hospital, Dental, and Public Health Group, GS-0600, dated May 2001, US OPM Introduction to the Position Classification Standards, dated July 1999, US OPM Environmental Health Technician Series, GS-0698, dated October 1969, US OPM Public Health Program Specialist, GS-0685 series dated November 1980, US OPM Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, dated December 1991  <b>Information For Employees.</b> The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

**24. Remarks:**  
 Released from NGB-J1-TNC, CRA 06-1015 , dated 05 Apr 06

**25. Description of Major Duties and Responsibilities (SEE ATTACHED)**

25.

a. INTRODUCTION:

This position is located in the Medical Group (MDG) at an Air National Guard (ANG) Wing. The primary purpose of this position is to achieve and maintain Force Health Protection through planning, evaluating, and management principles related to epidemiological, operational, and occupational and public health programs. This includes occupational health, hearing conservation, reproductive health, bloodborne pathogens exposure control, communicable disease control, immunization, disease vector surveillance, disease/epidemiological surveillance, aircraft inspection, facility sanitation, food safety and vulnerability, health risk assessment, medical intelligence, and operational medicine. The position occupant serves as a member of or advisor to management boards and committees, i.e., Occupational Safety Health Council, Aerospace Medical Council, Force Health Protective Working Group and wing leadership, regarding Force Health Protection.

b. DUTIES AND RESPONSIBILITIES:

(1) Manages the Occupational Health and Safety Administration (OSHA), Air Force Occupational Safety and Health (AFOSH) mandated occupational health education and training programs and Department of Defense Instruction (DODI). Determines educational/training requirements for employees by analyzing existing compliance data. Works in conjunction with unit workplace supervisors to develop and conduct occupational health education training relative to both general and specific hazards. Sets up surveys, provides education, tracks and develops training, researches requirements and provides coordination to ensure programs are viable.

(2) Manages the OSHA and AFOSH mandated occupational health medical surveillance program. Analyzes the results of Bioenvironmental Engineering (BEE) Industrial Hygiene Surveys, and determines the need for employee occupational health medical examinations (OHMEs). Analyzes scientific and compliance data to determine the scope and frequency of required occupational health surveillance. Reviews Department of Defense studies and documentation and disease control studies. Identifies specific target organs for medical testing when designing OHME requirements and determines appropriate biological indices IAW OSHA and AFOSH standards. Presents the completed surveillance packages to the Occupational Health Working Group (OHWG) and Aerospace Medicine Council (AMC) and implements the OHME requirements as directed. Advises and consults with wing leadership on health-related events and directs prevention strategies.

(3) Coordinates OHMEs within the MDG and ensures pre-placement, annual/periodic, and termination examinations are completed. Reviews results of pre-placement OHMEs to recommend suitability for job placement. Updates and maintains the Preventive Health Assessment/Individual Medical Readiness (PIMR) Aerospace Services Information Management System (ASIMS) Occupational Health database

monthly to ensure employees are properly identified for OHMEs and conducts periodic reviews of medical records and industrial case files to ensure OHME data is properly documented and maintained.

(4) Studies, analyzes and develops workplace-specific trends by summarizing, interpreting and managing OHME results. Performs quality insurance audits on all records that are on occupational review and flags for committee review and required follow up action. Advises on follow-up when trend analysis results deviate from normal values and presents this information to the OHWG and AMC. Communicates trend analysis results and the required follow-up actions to workplace supervisors. Evaluates industrial shops to ensure compliance with OSHA and AFOSH standards. Evaluates program effectiveness and quality of OHMEs administered quarterly and documents trends to provide periodic program summary to appropriate councils/committees and wing leadership.

(5) Implements, manages and oversees the Defense Occupational and Environmental Health Readiness System-Hearing Conservation (DOEHRS-HC) Hearing Conservation Program (HCP). Analyzes BEE Industrial Hygiene Survey data to determine exposed personnel, ensures completion of audiometric testing, reviews test results to detect threshold shifts and recommends appropriate follow-up actions. Fit tests employees with appropriate hearing protection devices (HPD) and educates employees on program components and the proper use and care of their HPD. Ensures appropriate follow-up actions and documentation are accomplished on hearing losses to include coordinating with workplace supervisors to ensure the affected member completes all required follow-up hearing tests. Faxes patient information to a United States Air Force (USAF) Regional Audiologist, local audiologist referrals and Ear Nose Throat (ENT) referrals for final assessment and disposition. Electronically forwards all HCP data to the Brooks City-Base DOEHRS-HC Program Data Repository on a monthly basis.

(6) Manages the Reproductive Health Program. Studies and analyzes BEE Industrial Hygiene Survey data to determine chemical/workplace risks to fetal health. Executes OSHA/AFOSH principles, methods and guidelines to evaluate the presence of reproductive and fetal risk factors. Interviews and educates employees, consults the workplace supervisor and determines the need for employee work restrictions and counsels the employee on potential health hazards that may affect pregnancy and reproductive health at the workplace, at home, and during recreational activities. Provides medical profile recommendations to health care providers regarding workplace restrictions for pregnant members.

(7) Manages the Bloodborne Pathogens Program (BPP). Analyzes BEE Industrial Hygiene Survey data to identify personnel potentially at risk of exposure to blood and body fluids. Periodically reviews the Wing or MDG Instruction on BBP prevention to update compliance requirement information, as needed. Where no Wing Instruction exists, will periodically review the individual BBP instructions for the base Fire Department, Security Forces Squadron and Communications Squadron to ensure each instruction includes the necessary prevention and compliance elements. Identifies and

monitors personnel requiring Hepatitis B series vaccinations to comply with OSHA standards and Centers for Disease Control and Prevention (CDC) guidelines. Coordinates with the Infection Control Officer (ICO) in advising, developing, updating, and implementing exposure control plans. Conducts periodic assessment, evaluation and workplace education to ensure compliance with the plan. Ensures appropriate documentation and follow-up activity methods are in place for all potential bloodborne pathogen exposure incidents including patient interviews and record keeping.

(8) Manages the PIMR ASIMS Hospital Employee Health Program (HEHP) database. Develops a screening questionnaire that properly identifies employees who are in a High-Risk and/or Exposure-Prone category per CDC definition. Determines immunization and testing requirements and duty limitations for High-Risk and/or Exposure-Prone personnel. Conducts periodic immunization and required testing evaluations. Educates employees and medical staff on current disease trends and prevention IAW current CDC guidelines. Ensures appropriate documentation and follow-up activity methods are in place for all potential bloodborne pathogen exposure incidents. Discusses trends in exposure incidents and makes recommendations to the Infection Control Function regarding use of safer medical devices or changes in invasive medical procedures to decrease the incidence of sharps injuries IAW OSHA guidance.

(9) Studies, reviews and manages occupational injury/illness workplace incidents and recommends corrective actions. Analyzes medical diagnoses findings to determine whether an injury or illness has occurred. Determines if injury or illness incidents are work-related and recommends appropriate follow-up action. Ensures appropriate documentation and disposition methods are in place. Formulates, directs and implements workplace prevention strategies. Reports/forwards occupational injury/illness information to the Base Safety Office IAW current OSHA reporting instructions.

(10) Manages the Community Health Program. Formulates strategy for the identification, control, prevention and elimination of communicable diseases. Evaluates epidemiological and toxicological pathways. Develops and coordinates health risk assessment activities. Coordinates with regional health agencies as appropriate. Conducts investigations of communicable disease outbreaks. Conducts investigations on other environmental health concerns. Formulates and implements methods and educational strategies for identification, control and/or elimination of communicable disease illness. Submits input for after action reports on significant environmental health findings. Communicates findings on communicable disease trends to wing leadership as necessary and forwards all CDC reportable disease incidents to regional health agencies to meet time-specific reporting requirements. Supports installation officials by attending and participating in community forums.

(11) Manages Public Health aspect of the base immunization program. Reviews, implements and executes current policy and guidance for routine and mandatory immunization requirements, including deployment-specific immunizations. Participates with the MDG Commander in the development of medical actions required as part of the

base-level Smallpox and Anthrax teams and/or other biological warfare agent prevention programs. Identifies and refers all adverse events to allergist/health care provider for follow-up and entry into the Vaccine Adverse Event Reporting System (VAERS) website database when necessary. Manages and maintains the PIMR ASIMS Air Force Complete Immunization Tracking Application (AFCITA) database. Generates AFCITA immunization reports for Commanders, First Sergeants, Orderly Rooms and/or other base personnel who oversee workplace immunization compliance requirements to identify individuals due or overdue for vaccinations or Tuberculosis (TB) skin testing. Consistently updates and automates base immunization activity and statistics to Brooks City-Base (AFIOH) and higher headquarters as required.

(12) Manages the Vector borne Disease Surveillance Program. Researches, obtains and evaluates information on vectors of local medical importance in coordination with regional health agencies. Studies and identifies potential risk(s) to base population. Formulates, implements, and executes methods and educational strategies for identification, control and/or elimination of vector-borne illness with regional health agencies. Coordinates with the USDA and US Customs Service on questions regarding possible insect infestation of aircraft.

(13) Develops, manages, and executes the base Food Safety and Vulnerability Program. Determines the frequency and conducts inspection of food items received, stored and served on all food facilities or public use facilities on base. Determines suitability for consumption; collects and forwards accidental or intentionally cross-contaminated suspect food samples to a laboratory for analysis as appropriate. Interprets significant findings and educates food facility supervisors on corrective actions and disposition. Recommends suspension of facility operations until critical discrepancies are corrected. Prepares and distributes reports of findings, and periodically conducts trend analysis. Ensures annual Food Vulnerability Assessments (FVAs) are accomplished and evaluated. Ensures food handler training is accomplished annually IAW current Food and Drug Administration (FDA) Food Code and applicable Air Force Instruction (AFI) requirements and that only approved operational ration are used.

(14) Manages the Facility Sanitation Program. Reviews existing on and off-base food and public facilities, contracted medical services, lodging, food vendors, and other related services. Performs inspections of off-base food facilities at the request of the Wing commander. Schedules and conducts inspections of facilities as required or deemed necessary. Recommends corrective actions and consultation as appropriate. Reviews facilities construction plans. Evaluates projects for public health impact and provides written comments and recommendations. Conducts trend analysis of inspection findings and formulates strategies for prevention and corrective actions. Advises Base Contracting, Services, Fire Department, Safety and base populace of facilities approved for use.

(15) Reviews, monitors and manages the Defense Logistics Agency All Food and Drug Act (ALFOODACT) hazardous food program concerning recalls and potential recalls of

hazardous, tampered or suspected tampering of foods that are issued by the FDA, U.S. Department of Agriculture (USDA), U.S. Department of Commerce (USDC), Defense Supply center Philadelphia (DSCP), or other Government or non-Government agencies which concern foods that are or may be expected to be in military accounts. Ensures prompt, appropriate follow-up actions are taken IAW individual ALFOODACT messages to protect the health and safety of the base populace.

(16) Manages the Aircraft Quarantine Inspection Program. Evaluates inspection of incoming aircraft to ensure compliance with required aircraft retrograde/quarantine procedures. Coordinates with the USDA to initiate and follow through with appropriate actions.

(17) Manages the Medical Intelligence Program. Researches, acquires, identifies and educates country specific disease and environmental factors which may affect the health of deployed personnel. Determines pre and post- deployment medical requirements for immunizations, blood serum, medication, personal protective equipment (PPE), and other preventive measures. Conducts pre and post-deployment medical intelligence briefings on potential health and environmental threats, prevention/control measures and Biological/Chemical Warfare threats, if known, for commanders, Unit Deployment Managers (UDMs) and deploying personnel.

(18) Manages and tracks deployment activity with the PIMR ASIMS Deployment Tracking Application database. Conducts pre and post-deployment surveillance for all deploying personnel. Ensures pre and post-deployment medical screening, documentation and required post-deployment medical follow-up activity is accomplished as directed in current Air Force Instructions (AFIs) and Health Affairs policy. Forwards all deployment surveillance data to wing leadership as requested, and to higher headquarters on a monthly basis, or as requested.

(19) Manages Public Health and Prevention aspect of Base Disaster Preparation and Response Process. Updates disaster, food safety, communicable disease control, vector-borne disease control, dangerous fauna control, epidemiological surveillance and outbreak response, decontamination of patients and subsistence, chemical, biological, and radiological (i.e., weapons of mass destruction) and aspect of counter-terrorism plan, policy or procedure. Inputs all information in the Base Disaster Response Plan.

(20) Provides input for the Public Health portion of Host Tenant Support Agreement (HTSA) and coordinates with Logistics/Plans office. Assesses capabilities and limitations of Provider/Receiver support activities. Identifies and communicates full-spectrum of training and support needs. Serves as Public Health liaison for host/tenant as appropriate.

(21) Manages the educational training portion of the OSHA mandated "Right To Know Law"; Hazard Communication (HAZCOM) program. Serves as a base source for educational material and/or resources to enable shop supervisors and/or designated trainers to educate their personnel as required.

(22) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 – Knowledge Required by the Position:

-- Knowledge encompassing a basic foundation in the physical and life sciences and mathematics. Knowledge of Center for Disease Control (CDC) and other federal laws and related program, and of DOD, USAF, and ANG regulations, policies and procedures related to Public Health and Occupational Health programs.

-- Knowledge of a broad range of methods, techniques, and principles of occupational health sufficient to independently manage a local ANG Public Health program.

-- Knowledge of Public Health and Epidemiology concepts, principles, and practices in support of mission effectiveness. Knowledge of the principles, practices, methods, and techniques of administering public health programs, but does not require full professional education and training in medical, social or other disciplines.

-- Knowledge required in detecting, identifying and evaluating potential health hazards.

-- Knowledge of methods for performing data and requirements analysis to include applicable computer software.

-- Knowledge required in recommending controls, approaches, and/or personal protective equipment relative to the prevention of harmful exposures in the work place or deployed setting.

-- Knowledge of technical installation work processes/operations and equipment relative to their effect on the health and efficiency of employees working in industrial shops.

-- Knowledge and skills sufficient to communicate effectively and educate employees, supervisors, and managers; interact effectively with other health specialists and officials and to properly prepare related correspondence and associated reports.

Factor 2 – Supervisory Controls:

Works under the supervision of the Health Systems Specialist, who is kept informed of significant program events and progress. Incumbent is responsible for independently planning and implementing the day-to-day ANG Public Health program, with latitude for using knowledge/judgment and for taking initiative in accomplishing established goals through accepted Public Health practices. Completed work is reviewed in terms of effectiveness in meeting objectives, and conformity to laws and policies and for technical soundness and results achieved.

Factor 3 – Guidelines:

The employee uses guidelines that consist of a variety of technical instructions technical manuals, medical facility regulations, regulatory requirements and established procedures from agencies such as the National Fire Protection Association; Health Affairs, Food and Drug Administration, and advisory committees of immunization practices. The employee uses independent interpretation, evaluation, selection, and application as required, using judgment to adapt and interpret guidelines to apply to specific cases or problems. When situations occasionally arise where the usual standards are inadequate, incumbent may exercise experienced judgment to adapt and interpret past practices to meet the situation.

Factor 4 – Complexity:

Assignments typically involve a wide range of tasks which require using a variety of established methods, practices, and procedures to identify, analyze, control and prevent a variety of potential or existing health risks, ranging from simple to complex. Incumbent advises facility supervisors and managers, commanders, and medical and regulatory officials of installation ANG health risks and determines the appropriate methods and techniques needed to resolve them and then takes appropriate action from many alternatives.

Factor 5 – Scope and Effect:

Work involves the ability to identify, analyze, investigate, and advise on or direct the remedies related to a variety of health/hazard problems or conditions in the workplace which may adversely affect the well-being of workers. Changes to the way equipment is operated, work processes and procedures, and use of protective clothing or equipment are typical of the nature of recommendations/directions by the position. These efforts result in optimal medical readiness and disease prevention in support of Force Health Protection.

Factor 6 – Personal Contacts &Factor 7 - Purpose of Contacts:

Personal contacts are with personnel both within and outside the National Guard Bureau, other Public Health Technicians, occupational physicians/specialists, attorneys, toxicologists, chemists, safety engineers/specialists, design/maintenance and environmental engineers/specialists, and laboratory/health systems technician. Contacts also include federal, state, and local government officials, active duty Air Force personnel, Armed Forces Medical Intelligence Center (AFMIC), USAF School of Aerospace Medicine (USAFSAM), Military Vaccinations (MILVAX), US Army Medical Institute for Infectious Diseases (USAMIID), Center for Health Protection and Preventative Medicine (CHPPM), US Army Medical Material Agency (USAMMA), AF Institute of Operational health (AFIOH) and Central Air Force (CENTAF). Daily contacts are with employees, supervisors, and management officials on the installation.



Purpose of contacts is to explain the purpose, scope and general methodology of scheduled surveys, provide preliminary findings and proposed control measures, gain and provide information on potential or known industrial hygiene problems, gather information on work operations, exchange information, discern possible solutions to specific complex problems, explore trends, and gather and supply information.

Factor 8 – Physical Demands:

The work is primarily performed in an office environment, but will also require the employee to conduct industrial shop visits.

Factor 9 – Work Environment:

Incumbent is exposed to a variety of discomforts and potentially hazardous conditions, including noise, toxic chemicals, physical stresses, extreme temperatures, safety hazards and exposure to contagious diseases. The employee must often use protective clothing/equipment such as masks, gowns, gloves, or shields when performing surveys or investigations. Industrial shop visits require appropriate personal protective equipment.

d. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

## EVALUATION STATEMENT

A. Title, Series and Grade: Public Health Technician, GS-0640-08

B. References:

1. U.S. OPM Job Family Position Classification Standard for Health Aid and Technician Series, GS-0640, dated September 1988.
2. U.S. OPM Job Family Position Classification Standard for Assistance and Technical Work in the Medical, Hospital, Dental, and Public Health Group, GS-0600, dated May 2001.
3. U.S. OPM Introduction to the Position Classification Standards, dated July 1999.
4. U.S. OPM Environmental Health Technician Series, GS-0698 series, dated October 1969
5. U.S. OPM Public Health Program Specialist, GS-0685 series dated November 1980.
6. U.S. OPM Grade Level Guide for Aid and Technical Work in the Biological Sciences Series, GS-0400, dated December 1991.

C. Background: This is a result of a request by the Functional Manager (FM) and the Office of Primary Responsibility (OPR) for a complete review of the medical positions as a result of the Organizational Change Request (OCR) – Redesignation of Air National Guard (ANG) Medical **Squadrons** to ANG Medical **Groups** (MDG) dated 4 May 2004, and the application of U.S. OPM Job Family Position Classification Standard for Assistance and Technical Work in the Medical, Hospital, Dental, and Public Health Group, GS-0600, dated May 2001.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: The introduction to Position Classification Standards states that to determine the Pay Plan, it must be determined what the “paramount requirement” of the position is to determine if it belongs to the General Schedule or Federal Wage System (Section IV: Determining Coverage by the General Schedule or the Federal Wage System). A position is subject to the General Schedule, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work. In this particular position the primary duties requires knowledge or experience of an administrative, scientific, or technical nature and as such is subject to the General Schedule (GS) pay plan.

2. Series: The primary purpose of this position is to achieve and maintain Force Health Protection through planning, evaluating, and management principles related to epidemiological, operational, and occupational and public health programs. It involves an extensive practical knowledge and foundation gained through experience and/or specific training less than that represented by college graduation in the physical and life sciences and mathematics; a knowledge of a broad range of methods, techniques, and

principles of occupational health, and the knowledge of the principles, practices, methods, and techniques of administering public health programs but does not require a full professional education and training in medical, social or other disciplines. This work is technical in nature. The Introduction to the Position Classification Standards states that technical work is associated with and supportive of a professional or administrative field, often requires a high degree of technical skill, care and precision, and typically follows a one-grade interval pattern.

The Job Family Position Classification Standard for Assistance and Technical Work in the Medical, Hospital, Dental, and Public Health Group, GS-0600, dated May 2001, was not used in the classification of the current position description, although it was available. This job family standard provides series definitions, titling instructions, and grading criteria for nonsupervisory one-grade interval administrative support (i.e. assistance) and technical positions in the Medical, Hospital, Dental, and Public Health Group, GS-0600. The GS-0640, Health Aid and Technician Series, is designated as a 'catch all' for nonprofessional positions in health and medical work for which no other adequate series coverage exists and covers 'mixed positions' involving a combination of two or more technical functions characteristic of other technician series in the Medical, Hospital, Dental, and Public Health Group, or positions involving work which is sufficiently new, unique, or miscellaneous that the positions are not more appropriately classified in any other technician services in the Medical, Hospital, Dental, and Public Health Group, GS-0600.

The position was previously evaluated using the Public Health Program Specialist Series, GS-0685. Classification of this position, using the GS-0685 series classification standard is not appropriate for the following reasons:

a. The work performed is technical in nature and is one grade interval work, as discussed above. The GS-0685 series is considered a two-grade interval series.

(1). It is not appropriate to use two grade interval classification standards to grade one grade interval work. This concept has been ratified by a OPM decision published in The Digest of Significant Classification Decisions and Opinions, April 1986, No 08-04. The agency involved had applied the GS-7 grade-level criteria of the GS-0343 standard to determine the grade of a one grade interval series position. The issue for the Office of Personnel Management was whether such application is appropriate in the evaluation of one-grade interval administrative support work.

(2). **OPM Resolution:** There is a significant variance between the qualifications required for one-grade interval work and those required for trainee and developmental two-grade interval work. Two-grade interval criteria are predicated on possession of the knowledge's, skills, and abilities required to accomplish two-grade interval work. Therefore, use of two-grade interval criteria requires making adjustments to accommodate the differences in the nature of the work and related knowledge's, skills, and abilities of the

positions intended for coverage, compared to the position being evaluated. There is no clearly applicable adjustment procedure whereby two grade interval criteria can be applied under these circumstances. As these criteria were not intended to be used to evaluate one-grade interval work, the purpose of the assignments, the work situations described, and the criteria for knowledge's, skills, controls over work, guidelines, work complexity, etc., do not reasonably parallel one-grade interval work. Therefore, it is inappropriate to evaluate full performance level one-grade interval work by comparison with trainee and developmental criteria from a two-grade interval standard. It was determined that the appellant's paramount duties and responsibilities were best evaluated by the use of the one-grade interval standard for the Management Clerical and Assistance Series, GS-0344.

- b. The Public Health Program Specialist Series, GS-0685 was developed for positions in the Department of Health and Human Services. Quoting from the series definition, *"This classification standard has been developed for positions in the Department of Health and Human Services. Positions in other agencies may not be placed in this series without the approval of the Office of Personnel Management."* Based on this discussion, GS-0685 is not appropriate for this position.

GS-0400, Grade Level Guide for Aid and Technical Work in the Biological Sciences Series was also considered, however it covers positions supporting work efforts related to the biological sciences and requires a practical level knowledge of the principles and techniques of an appropriate science and is primarily concerned with providing grade-level criteria for work involved with performing various aid and technician duties within a framework of procedures, precedents, or instructions. This technician work requires performing duties or tasks which demonstrably and directly support the operations of scientific endeavors and programs of individual biological scientists or of an organization when the work requires a practical knowledge of the terminology, procedures, methods and practices of one or more of the biological sciences and a familiarity with the concepts and principles of the sciences(s) and an understanding of the mission and operational requirements of an organization. A primary characteristic of technician positions in this series is the requirement to use tools peculiar to the sciences supported. Based on this discussion, GS-0400 is not appropriate for this position.

Although this position has miscellaneous duties in the Environmental Health Technician, GS-0698 series, using this standard is not appropriate in that the position entails a broader range of duties and responsibilities than just the sanitation type duties involving identification, prevention, and elimination of environmental health hazards that are in the that standard. Additionally, the GS-0698 series does not cover the public and occupational health related duties and responsibilities.

Based on the above discussion, the Health Aid and Technician series, GS-0640, best accommodates the position and is assigned.

3. Title: Specific titles are not prescribed in the GS-0640 Standard because of the diversity of positions which will be classified in this series. The standard states that titles may be "descriptive of the specialized area of the work of the position." This position is one in which the specialized area of work involves conditions in the work environment which may adversely affect the health of workers, the public, or the environment. Management has identified this as a Public Health position. Therefore, the position is titled Public Health Technician.

4. Grade: As shown in the attached Factor Evaluation System (FES) Position Evaluation Statement, the grade is GS-0640-08.

E. Conclusion: Public Health Technician, GS-0640-08

CLASSIFIERS: Lynn Peterson and Terry Corbridge, NGB-J1-TNC Date: 05 Apr 06

**FACTOR EVALUATION SYSTEM  
POSITION EVALUATION STATEMENT**

<b>FACTOR</b>	<b>FL</b>	<b>PTS</b>	<b>REMARKS</b>
1. Knowledge Required by the Position	1-5	750	See Analysis Below
2. Supervisory Controls	2-3	275	“ “ “
3. Guidelines	3-3	275	“ “ “
4. Complexity	4-3	150	“ “ “
5. Scope and Effect	5-3	150	“ “ “
6. Personal Contacts & 7. Purpose of Contacts	2b	75	“ “ “
8. Physical Demands	8-1	5	“ “ “
9. Work Environment	9-2	20	“ “ “
<b>TOTAL POINTS ASSIGNED:</b>		<b>1700</b>	<b>GRADE: GS-08</b>

Factor 1 – Knowledge Required by the Position:

FL 1-5 = 750 points

The position exceeds factor level 1-4 which requires knowledge of, and skill in applying, an extensive body of rules, procedures, and operations, such as knowledge of medical records procedures, regulations and principles, elementary practical anatomy and physiology, medical techniques and major disease processes, diagnostic procedures, tests, pharmaceutical operations, physiological and other specialized terms and computerized data entry and retrieval systems sufficient to analyze data, maintain registries, perform quality assurance, compile statistical data and release medical information, code diagnostic and operative/procedural information, collect and organize data for statistical reports, audits and/or health research projects.

This position fully meets factor level 1-5 requiring a thorough and detailed knowledge of, and skill in applying, a comprehensive body of rules, procedures, and operations with knowledge encompassing a basic foundation in the physical and life sciences and mathematics; knowledge of Center for Disease Control (CDC) and other federal laws and related program, and of DoD, USAF, and ANG regulations, policies and procedures related to Public Health and Occupational Health programs; knowledge of a broad range of methods, techniques, and principles of occupational health sufficient to independently manage a local ANG Public Health program; knowledge of Public Health and Epidemiology concepts, principles, and practices in support of mission effectiveness; knowledge of the principles, practices, methods, and techniques of administering public health programs, but do not require full professional education and training in medical, social or other disciplines; knowledge required in detecting, identifying and evaluating potential health hazards; knowledge of methods for performing data and requirements analysis to include applicable computer software; knowledge required in recommending controls, approaches, and/or personal protective equipment relative to the prevention of harmful exposures in the work place or deployed setting; knowledge of technical installation work processes/operations and equipment relative to their effect on the health and efficiency of employees working in industrial shops. Knowledge and skills to sufficiently prepare related correspondence and

associated reports and gather and represent data graphically. This is the highest level for this factor allowed by the GS-600 standard.

Factor 2 – Supervisory Controls:

FL 2-3 = 275 points

This position exceeds factor level 2-2 where the supervisor makes assignments by giving general instructions regarding the purpose of the assignment, the limitations, expected deadlines, priorities, quality and the of quantity work expected, providing additional specific instructions for new or difficult assignments. At this factor level the employee uses initiative and works independently within the framework established by the supervisor referring specific problems back to the supervisor. Work is closely reviewed by verifying accuracy and conformance to required procedures and may be spot checked for accuracy.

Factor Level 2-3 is fully met where the supervisor is kept informed of significant events and progress of the various Public Health programs with the supervisor assisting in unusual situations that do not have clear precedents. The incumbent works independently planning and implementing the day-to-day programs with latitude for using knowledge and judgment, handling problems and deviations that arise in accordance with established policies and procedures. Completed work is reviewed in terms of effectiveness in meeting objectives and conformity to laws and policies, regulations, and requirements; results achieved and technical soundness. This is the highest level allowed by the GS-600 standard.

Factor 3 – Guidelines:

FL 3-3 = 275 points

This position exceeds factor level 3-2 where the employee uses a number of procedural and regulatory guidelines that specifically cover the assigned work. Here the employee uses judgment to identify and select the most appropriate guidelines, references, and procedures to apply when making minor deviations or adapting guidelines to specific cases. Situations that do not readily fit instructions are referred to the supervisor.

Factor level 3-3 is fully met by this position. The incumbent uses independent interpretation, evaluation, selection and applications that consist of a variety of technical instructions, technical manuals, medical facility regulations, regulatory requirements and established procedures. When occasional situations arise where the usual standards are inadequate, the incumbent may exercise experienced judgment to adapt and interpret past practices to meet the situation and may develop approaches to apply to new regulatory requirements or adapt to new technology. This is the highest level allowed by the GS-600 standard

Factor 4 – Complexity:

FL 4-3 = 150 points

This position exceeds factor level 4-2 where the work consist of related steps, process or standard explanations of methods and the employee decides what needs to be done by choosing from a few recognizable alternatives and other variables. Difficulty and

originality at this level is recognized by the employee who responds to changing priorities then applies prescribed procedures and methods to validate the situation.

This position fully meets factor level 4-3. Work assignments typically involve a wide range of tasks and consist of different and unrelated processes and methods which require using a variety of procedures to identify, analyze, control and prevent potential or existing health risks, ranging from the simple to the complex. At this level the incumbent identifies and analyzes public health problems and issues and determines the appropriate methods and techniques need to resolve them. This is the highest level allowed by the GS-0600 standard

Factor 5 – Scope and Effect:

FL 5-3 = 150 points

This position exceeds factor level 5-2 where the scope of the work involves performing work according to specific rules or procedures with the effect of the work affecting the efficiency, accuracy, and acceptability of further processes or services within the public health scope.

This position fully meets factor level 5-3 where the scope of work involves identifying, analyzing, investigating and advising on the remedies related to a variety of health/hazard problems or conditions in the workplace which may adversely affect the well-being of workers; developing, maintaining, and monitoring public health programs to achieve and maintain Force Health Protection, thus effecting an optimal medical readiness of the units supported. This is the highest level allowed by the GS-600 standard

Factor 6 Personal Contacts &  
Factor 7 Purpose of Contacts:

Matrix 2b = 75 points

Personal Contacts:

This position exceeds factor level 1 where personal contacts are with other employees within the immediate work area and some contacts with members of the general public in highly structured situation. Contacts at this level are of a routine and recurring nature.

This position meets factor level 2 of personal contacts with the incumbent working with employees within the medical facility, but outside of the immediate or related work unit. Contacts are with personnel both within and outside the National Guard Bureau, other Public Health Technicians, occupational physicians/specialists, attorneys, toxicologists, chemists, safety engineers/specialist, design/maintenance and environmental engineers/specialist, and laboratory/health systems technicians. Contacts also include federal, state, and local government officials, active duty Air Force personnel, Armed Forces Medical Intelligence Center (AFMIC), USAF School of Aerospace Medicine (USAFSAM), Military Vaccinations (MILVAX), US Army Medical Institute for Infectious Diseases (USAMIID), Center for Health Protection and Preventative Medicine (CHPPM), US Army Medical Material Agency (USAMMA), AF Institute of Operational



health (AFIOH) and Central Air Force (CENTAF). This is the highest level allowed by the GS-600 standard

Purpose of Contacts:

This position exceeds factor level 'A' where the purpose of the contacts is to obtain and/or verify information, give facts or exchange general and medical information which is directly related to the work. Contacts at this level are directly related to recurring functions of the medical facility.

Level "B" is fully met by this position where the purpose of contacts is to explain the principle, scope and general methodology of scheduled surveys, provide preliminary findings and proposed control measures, gain and provide information on potential or know industrial hygiene problems, gather information on work operations, exchange information, discern possible solutions to specific complex problems, explore trends, and gather and supply information with groups who are working towards mutual goals and have classically cooperative attitudes.

This position does not meet factor level "C" which is to influence, persuade, interrogate or control people or groups, where the people are usually difficult to communicate with because of poor physical and/or mental health conditions because they are easily excitable, irrational, fearful, skeptical, uncooperative or dangerous.

Factor 8 – Physical Demands:

FL 8-1= 5 points

This position fully meets and does not exceed factor level 8-1 as the work is mostly performed in an office environment is sedentary with no special physical demands involved other than some walking, standing, bending of carrying of light items. Visits to industrial shops are required.

Factor 9 – Work Environment:

FL 9-2 = 20 points

This position exceeds factor level 9-1 where the work area is usually adequately lighted, heated, and ventilated and involves everyday risks or discomforts that require normal safety precautions.

This position meets factor level 9-2. While visiting industrial shops the incumbent is exposed to an environment that involves moderate risks or and potentially hazardous conditions, including noise, toxic chemicals, physical stresses, extreme temperatures, safety hazards and exposure to contagious diseases. The employee must often use protective clothing/equipment such as masks, gowns, gloves, or shields when performing surveys or investigations. Industrial shop visits require appropriate personal protective equipment. This is the highest level allowed by the GS-0600 standard.

FINAL CLASSIFICATION: Public Health Technician, GS-0640-08

CLASSIFIERS: Lynn Peterson and Terry Corbridge, NGB-J1-TNC Date: 05 Apr 06